



Position: Residence Services Assistant (2–3 positions available)

Department: UTM Student Housing & Residence Life

Casual Full-Time: 20 - 37 hours per week (Monday to Friday); occasional weekends and overtime

Position Start Date: First Day of Summer Classes – May 2024 (Specific Date TBD)

Position End Date: September 10, 2024

Reports to: Residence Services Coordinator

Eligibility: Summer RSS are not required to be registered in summer courses

Remuneration: \$17.55 per hour

Important Dates:

- New Grad Move-In Date: May 5, 2024
- Summer Transfer Period: May 2 – 8, 2024
- Residence Open House: May 12, 2024
- Med Student Move-In & Transfer Date: June 4, 2024
- First-Year Application Deadline: June 10, 2024
- 1st Half Summer Check Outs: June 24, 2024
- ACE & 2nd Half Summer Move-In Day: June 27 – June 28, 2024 (TBD)
- Room & Roommate Info emails: July 17-19, 2024
- RSS Training Institute: August 16 – August 29, 2024
- Summer Check Outs: August 18, 2024
- Grad/Med Move-in Date: August 20, 2024 (TBD)
- Family Move-In Date: September 1, 2024
- Undergraduate Move-In Day: August 30 – 31, 2024

Skills:

- This job requires an individual with demonstrated customer service, analytical, organizational skills, a strong work ethic and the ability to work with minimal supervision;
- Experience using Microsoft Office, UTORwebmail and UTORportal is recommended;
- Excellent communication and interpersonal skills;
- Strong writing and word processing skills;
- Ability to work independently and as a member of a team;
- Demonstrates strong leadership and time management skills;
- Residence experience is an asset, but not required.



Duties:

- Answers questions regarding UTM Student Housing & Residence Life, campus and community services from undergraduates, graduates & students with families through emails, phone calls, LiveChat, and in person;
- Assists with the application process for housing;
- Processes & documents financial transactions;
- Sorts and distributes incoming mail for undergraduate residence students;
- Performs lockout and key replacement services for residence students;
- Conducts tours of residence facilities for potential new students and families;
- Liaise with Conference Services by assisting guest inquiries and organizing keys
- Provides administrative support and other related duties as required to the department when needed.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

Interested and qualified candidates will be able to submit applications between January 29, 2024 and February 12, 2024. Please visit the [Student Housing & Residence Life website](#) for more details!

Deadline for all Summer Staff applications is Monday, February 12, 2024 at 11:59 PM.

Employer Contact Information:

Residence Hiring Team – reshiring.utm@utoronto.ca
Student Housing & Residence Life
Oscar Peterson Hall, Suite 120
3359 Mississauga Road,
Mississauga, ON L5L 1C6